



## FOOD AND AGRICULTURE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	FOOD AND AGRICULTURE, DEPARTMENT OF	<b>RELEASE DATE:</b>	Thursday, September 17, 2009
<b>POSITION TITLE:</b>	Agency Information Officer, CEA 4	<b>FINAL FILING DATE:</b>	Wednesday, September 30, 2009
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	09012009_1

### POSITION DESCRIPTION

Under the general direction of the Secretary and Deputy Secretary of the Department of Food and Agriculture, this position acts as the Agency Information Officer (AIO) and will manage the Office of Information Technology. The incumbent is responsible for developing, administering and evaluating proposed and current information technology policies and procedures. The position is also responsible for developing innovative approaches and solutions to emerging issues affecting the agency; providing vision and advice in the analysis of program-related business processes, particularly in regard to the integration of information technologies into program operations, and as a member of the agencies' executive management team, is responsible for assisting in complex policy decisions. The AIO will represent the Secretary on the State Information Technology council and the Department of Technology Services Advisory Board and also be expected to participate in other leadership councils.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in

Government Code § 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Demonstrated experience with political strategies and maneuvers, fiscal expertise, and the managerial skills necessary to lead an information technology organization; Demonstrated experience with project management activities for the design, development, implementation, and maintenance and operation of IT projects consistent with project management principles; Demonstrated experience collaborating with the State Chief Information Officer regarding information technology-related issues with statewide implications; Demonstrated experience with the planning, development, organization and management of information technology resources, and making recommendations where there are interdepartmental or cross-jurisdictional issues; Strategic information technology and business leadership skills; Ability to secure cooperation and teamwork within diverse teams; Conceptualize, launch, and deliver multiple information technology projects on time and within budget; Sponsor and facilitate collaborative planning processes for innovative business solutions; Reason logically and creatively and utilize a variety of analytical techniques to resolve complex managerial issues; Customer-centric views/values; Experience with project management; Outstanding communication and interpersonal skills; Strong organizational skills; Ability to manage central information services resources and applications, and coordinate department resources and initiatives for IT-business strategic alignment; Ability to remain fair and unbiased in the performance of all duties; Ability to evaluate program issues, draw sound conclusions and develop long-range plans to achieve objectives which are both aggressive and realistic; Demonstrated abilities of independent action, open-mindedness, flexibility, and professionalism.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Agency Information Officer, CEA 4**, with the **FOOD AND AGRICULTURE, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination will consist of a screening committee established to screen applications and a two-page "Statement of Qualifications" based on the minimum qualifications and desirable qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities specifically meet the minimum qualifications and desirable qualifications.

### **FILING INSTRUCTIONS**

To be considered, applications and a "Statement of Qualifications" must be received in our Human Resources office on or before 5:00 P.M. on Wednesday, September 30, 2009.

Submit a copy of DD214 or other official discharge documents, if qualifying under Pattern IV.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

FOOD AND AGRICULTURE, DEPARTMENT OF, Human Resources Branch, Examination Unit  
1220 'N' Street, Room 242, Sacramento, CA 95814  
Suzanne Conrad | 916-651-9973 | [sconrad@cdfa.ca.gov](mailto:sconrad@cdfa.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FOOD AND AGRICULTURE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>